HALFWAY HOUSE PRIMARY

ATTACHMENT TO ENROLMENT FORM FOR 2017

PLEASE READ CAREFULLY

PLEASE ENSURE THAT THE DOCUMENTS REQUIRED ARE PHOTOCOPIES – WE WILL NOT MAKE PHOTOCOPIES

APPLICATIONS MUST BE COMPLETED WITH ALL THE REQUIRED DOCUMENTS BEFORE HANDING THEM IN

TO AVOID DISAPPOINTMENT...

IF YOU DO NOT FALL UNDER THE SCHOOL’S “FEEDER AREAS” MAKE SURE YOU ENROL YOUR CHILD IN A SCHOOL CLOSER TO WHERE YOU RESIDE

PLEASE NOTE THAT THE SCHOOL’S “FEEDER AREAS” ARE:

**Geographical Area:**

- **Carlswald Crowthorne**
- (Up to – Kyalami Main Road)
- **Glen Austen Proper** (South of New Road)
- **Halfway Gardens**
- **Halfway House Proper**
- **Johannesburg Side of New Road, Walton Road & Kruger Road**
- **Kyalami**
- **President Park** (Up to Kruger Road ONLY)
- **Pretoria Side of Kyalami (Allandale Road)**
- **Vorna Valley**

THANK YOU FOR YOUR CO-OPERATION
Dear Parent / Guardian / Custodian

Parents of our community are invited to enroll their child/ren at our school for the year 2017 by completing the relevant admission forms.

PLEASE READ CAREFULLY

ALL DOCUMENTS TO ACCOMPANY APPLICATION

First preference for admission to Grade 1 will be given to learners who are six (6) turning seven (7) in the year of admission. (The admission age of a learner to Grade 1 in a public school is age five (5) turning six (6) by 30 June in the next year of admission.)

Please note that applications close on Tuesday 1 June 2016 at 13:30.

LATE APPLICATIONS WILL GO ON A SPECIAL WAITING LIST.

COMPULSORY DOCUMENTS NECESSARY FOR ADMISSION: (Photocopies accepted except proof of residence which MUST be the original document.)

Should any documents be outstanding on the submission date, note that a two week grace period may be granted for furnishing the school with required documentation.

Any parent applying for the registration and the admission of his or her child as a learner to our school must submit the following documents.

- A certified copy of the official birth certificate of the child.
- A certified copy of or proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. (Children must have had their 5 year booster inoculation).
- The most recent school reports of the child, if he or she is currently enrolled at another school.
- Two (2) colour passport photos of your child.
- Proof of residence i.e. original water & electricity account or lease agreement – in your name. (NB – The original document). Note: (Offer to purchase and affidavits are not regarded as bona fide proof of residence).
- Copies of parents’ IDs.
- Proof of guardianship (if you are not the biological parents). Official letter from a social worker and court document is required.
- Proof of employment - not older than 2 months.
- If a child has attended a pre-primary school we need the most recent progress report for 2016. NB. In January 2017 you MUST hand in an end of year report for Grade 2 – 7 learners coming from other schools.
- Siblings - Copies of ID – Child (sibling) currently enrolled at our school.
- All documents not in within two weeks of submitting your application will not be considered.

GENERAL INFORMATION:

Please keep in mind that it might not be possible to accommodate new Grade 2 – Grade 7 learners. Current learners are placed first through the re-registration process. Thereafter preference will be given to new learners on a FIRST COME, FIRST SERVE BASIS.
NB: Admission forms can be handed in from 19 April 2016, between 07:00 and 15:00, first come, first served. You are advised to apply to more than one school for enrolment of your child. Notification of the status of your application will be communicated via sms. If you do not receive a sms by the middle of term 3 (July/August), please contact the school in this regard. Having a sibling at the school DOES NOT guarantee automatic admission. You have to make an application for each child.

SCHOOL UNIFORM:
Correct school uniform must be worn at all times. All clothes and personal belongings must be clearly marked. Our school has a uniform shop and is the supplier of branded articles of our school uniform – see reverse for uniform guidelines.

BOOKS:
The school supplies textbooks and exercise books. (Lost books must be paid for.) Learners leaving the school must hand in all text books and library / reading books.

SCHOOL FEES FOR 2017:

(a) As yet unknown.
• The amount of the annual school fees can only be determined at the beginning of November 2016 AFTER our Budget / Annual General Meeting (AGM) scheduled for 19 October 2016. An admission fee has to be paid. It is an all inclusive fee, including any other fees namely purchase of textbooks.
• At present (2016) fees are R9 100.00 per annum, payable over 10 months as from January to October.
• A Registration Fee of R1 200 for all Grade 2 to Grade 7 learners is payable on acceptance and is deductible from the annual fees. This initial small amount will enable the school to plan education for 2017. Remember additional educators must be appointed before school commences. Text books & educational material need to be obtained so that effective teaching excellence is obtainable from the very first day.
• Discount will be given for fees paid up front – percentages still to be approved at the AGM on 19 October 2016.
• The attached debit order is not compulsory but for your convenience to ensure punctual payment – please complete, sign & return this form.
• The School operates a cheque account number 010-1788-3719 with Absa, Midrand (Code 632005) which account is both for School and After-care fees.

(b) The ‘Resolution to charge school fees’ (Section 39) adopted at the AGM as contemplated in section 38 of the South African School Act, 84 of 1996, as amended. This was adopted at the AGM on 8 December 2015.
(c) Parents are liable to pay the full school fees unless granted a partial or full exemption after application thereof.
(d) If a parent is in arrears by one month or more, the School Governing Body reserves the right to act in terms of Sec 41(1) of the South African Schools Act, 1996, as amended.

OPEN DAY – FOR GRADE 1 LEARNERS:
An Open Day for Grade 1 learners and parents will be held at the school on Saturday 5 November 2016 at 09:00 sharp. It is imperative that Grade 1 learners and parents are present on that day. Our new Grade 1 learners are required to have a stationery pack that is only available from the school. For this an additional R2 500 is payable on acceptance of your application at the School. The cost which will include the following:
• A stationery pack as aforementioned – everything needed for learning to take place is in the pack.
• An eye test.
• A hearing test.
• A blue shorts and a red golf shirt for the Human Movement Programme for new Grade 1 learners only.
SCHOOL RULES:

It is important that learners abide by the School Rules and Code of Conduct.

School re-opens at 07:30 on 11 January 2017.

IT IS IMPERATIVE THAT YOUR CHILD BE PUNCTUAL FOR SCHOOL EACH MORNING. School closes for Grade 1 & 2 learners at 13:15 each day and for Grade 3 learners at 13:30; Grade 4 - 7 at 13:55

OFFICE HOURS:
07:00 – 14:30

Thank you for applying to our school.

Regards

Mr. S. Pillay
PRINCIPAL
**School Uniform For**
**Halfway House Primary**

**Grade 1 to Grade 7 Learners**

Please ensure that your child is properly dressed for school with:

- Grey long / short pants
- Grey skirt (girls)
- Blue cotton shirt (long sleeves in winter / short sleeves in summer)
- Black *Bata type* leather shoes
- Grey socks (long or short)
- Grey woollen stockings for girls in winter

All of these items are available at regular stockists such as PEP, JET, EDGARS, WOOLWORTHS, etc, depending on what you wish to spend and the quality thereof.

-------------------------------------------------------------------------------------------------------------------------

**Items Available from Our Uniform Shop**

The current tracksuit top, blue school jersey, royal blue drimac and padded jacket will remain as the outer garment as well as caps (red or blue); red scarves, red gloves & red beanies (winter only).

**Dress for Human Movement for Grade 1, 2 & 3 Learners on Fridays Only**

Red golf shirts and blue shorts in summer, and blue tracksuit pants for the winter. These will be worn with white / sport tackies on FRIDAYS only for the lessons and for the Foundation Phase Sports Day which takes place midyear.

These items (except the tackies) are available from our Uniform Shop.
APPLICATION FOR ADMISSION OF A LEARNER TO HALFWAY HOUSE PRIMARY FOR 2017

Our Language of instruction is English. First Additional Language Afrikaans or IsiZulu.
(The information requested in this form is essential for updating our computer records)

SURNAME OF LEARNER:

NAME TO BE CALLED AT SCHOOL:

FULL NAMES:

Applying for Grade __________ in 2017

Current Grade: 2016 (not for new Grade 1’s)

FAL Choice: Afr IsiZulu

Gender: [ ] Boy [ ] Girl

Date of Birth: _______ / _______ / _______

(year) (month) (day)

I.D. No:

Citizenship:

Home Language:

Medical Aid: [ ] Number:

Main member’s surname & initials:

Previous school attended: (if applicable)

Previous school’s telephone number: (if applicable) (Code: )

OTHER LEARNERS (Siblings) IN THE SAME FAMILY AT HALFWAY HOUSE PRIMARY (not cousins or nephews) Provide copies of ID of child currently enrolled / listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID / PASSPORT</th>
<th>Current Educator</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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</tbody>
</table>

FOR OFFICE USE ONLY – COMPUTER DETAILS

Attach two colour photos of child

FOR OFFICE USE ONLY

Waiting List A - Living in feeder zone
Waiting List B - Living outside feeder zone
<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother/Guardian:</td>
<td>Father/Guardian:</td>
</tr>
<tr>
<td>Surname:</td>
<td>Surname:</td>
</tr>
<tr>
<td>Full Names:</td>
<td>Full Names:</td>
</tr>
<tr>
<td>I.D. No:</td>
<td>I.D. No:</td>
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<tr>
<td>Occupation:</td>
<td>Occupation:</td>
</tr>
<tr>
<td>Employer:</td>
<td>Employer:</td>
</tr>
<tr>
<td>Salary category: (monthly) (mark with an X)</td>
<td>Salary category: (monthly) (mark with an X)</td>
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<tr>
<td>&lt; R5 000</td>
<td>&lt; R5 000</td>
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<tr>
<td>5 000-8 000</td>
<td>5 000-8 000</td>
</tr>
<tr>
<td>8 000-12 000</td>
<td>8 000-12 000</td>
</tr>
<tr>
<td>12 000+</td>
<td>12 000+</td>
</tr>
<tr>
<td>Do you have a bank account: YES NO</td>
<td>Do you have a bank account: YES NO</td>
</tr>
<tr>
<td>Tel. No: (work) (Code: ____)</td>
<td>Tel. No: (work) (Code: ____)</td>
</tr>
<tr>
<td>Work address (street)</td>
<td>Work address (street)</td>
</tr>
<tr>
<td>Marital Status: (mark with an X)</td>
<td>Marital Status: (mark with an X)</td>
</tr>
<tr>
<td>Single Maried Divorced Widow(er) Re-married</td>
<td>Single Maried Divorced Widow(er) Re-married</td>
</tr>
<tr>
<td>Other Traditional</td>
<td>Other Traditional</td>
</tr>
<tr>
<td>Home address (street)</td>
<td>Home address (street)</td>
</tr>
<tr>
<td>Tel no. (Home) (Code: ____ )</td>
<td>Tel no. (Home) (Code: ____ )</td>
</tr>
<tr>
<td>(Cell)</td>
<td>(Cell)</td>
</tr>
<tr>
<td>e-mail address:</td>
<td>e-mail address:</td>
</tr>
<tr>
<td>Current residential address for __ years __ months</td>
<td>Current residential address for __ years __ months</td>
</tr>
<tr>
<td>Property status- owner Yes No</td>
<td>Property status- owner Yes No</td>
</tr>
<tr>
<td>At previous address for __ years __ months</td>
<td>At previous address for __ years __ months</td>
</tr>
<tr>
<td>Postal Address:</td>
<td>Postal Address:</td>
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</table>

**DECLARATION** (The provision of falsified information will lead to legal action being taken against the applicant and refusal to allow your child to continue his / her studies.)

I / We solemnly declare that all the information in this application is true and accurate. By signing this form, I / we give the SGB the right to do a house call to verify my physical address. I / We understand that all information will be treated as confidential. I / We undertake to inform the school immediately should any of the above details change at any time. I / We take cognisance of the fact that I / We, as parent(s) / guardian(s) of the child (ren) enrolled herewith, are responsible for payment of the school fees.

If applicable, I / we consent to the school carrying out a credit enquiry by accessing Trans Union ITC’s data base and that any information may be accessed by other credit grantors and used in making risk management decisions.

**SIGNATURE OF FATHER / GUARDIAN**    **NAME IN PRINT**    **DATE**

**SIGNATURE OF MOTHER / GUARDIAN**    **NAME IN PRINT**    **DATE**
ANNEXURE A
APPLICATION FOR ADMISSION TO A PUBLIC SCHOOL

1. LEARNER DETAILS
   A. Surname
      First Name (s)
      Grade applied for
      Date of Birth
      ID/ Birth Certificate / Passport Number

   B. Certified birth and immunization certificates attached
      Yes [ ] No [ ]

   C. Sibling (s) currently at the school
      | Surname | First Name (s) | Grade | Home Address |
      |---------|----------------|-------|--------------|
      |         |                |       |              |
      |         |                |       |              |

2. PARENT’S / GUARDIAN’S DETAILS
   A. Are you a parent / guardian? Specify: Parent [ ] Guardian [ ]
      Mother
      Father
      Surname (s)
      First Name (s)
      Title: Dr / Rev / Mr / Mrs / Miss / Ms
      ID Number
      Home Address
      Postal Address
      Postal Code
      Home Telephone Number
      Work Address
      Work Telephone Number

3. NEXT OF KIN / FRIEND / RELATIVE’S DETAILS: (In case of emergency)
<table>
<thead>
<tr>
<th>Surname</th>
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</tbody>
</table>
4. LANGUAGE PREFERENCES OF LEARNER

<table>
<thead>
<tr>
<th>Home Language</th>
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</thead>
<tbody>
<tr>
<td>Language of Communication</td>
<td></td>
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<tr>
<td>Other Languages spoken</td>
<td></td>
</tr>
</tbody>
</table>

5. PREVIOUS SCHOOL ATTENDED (if relevant)

<table>
<thead>
<tr>
<th>Name of School</th>
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</thead>
<tbody>
<tr>
<td>Address of School</td>
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</tr>
</tbody>
</table>

6. SPECIAL NEEDS OF LEARNER (parent / guardian must specify any special educational needs e.g. epilepsy, allergies, use of wheelchair, etc.)

__________________________

7. FAMILY DOCTOR’S DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

Parent’s / Guardian’s Signature: ___________________________ Date of submission: ___________________________

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Waiting list</th>
<th>A</th>
<th>B</th>
<th>Waiting list Number:</th>
</tr>
</thead>
</table>

Status of Admission: Approved [ ] Not approved [ ]

Reason(s) if not approved:

__________________________

Signature: ___________________________ Date: ___________________________

AGREEMENT WITH
HALFWAY HOUSE PRIMARY

I, the undersigned,
(Full Names and Surname of Parent/Guardian)

(Identity Number)  

RESIDENTIAL ADDRESS:

________________________________________________________________________________
_________________________________________________________________________________

(This physical address is my domicilium citandi et executandi.)

I request Halfway House Primary to enrol

_________________________________________________________________

(Full Names and Surname of Learner)  Grade _________

as from __________________  __20____

I hereby acknowledge myself to be truly and lawfully indebted to Halfway House Primary for the school fee amount as annually approved by parents of the school at the Annual General Meeting. In the event of default, the school, as creditor, shall be entitled to apply for default judgement against me.

THUS DONE AND SIGNED AT HALFWAY HOUSE on this the ____  day of _______ 20____

Definition of a parent: “parent means”

(a) the parent or guardian of a learner
(b) the person legally entitled to custody of a learner, or
(c) the person who undertakes to fulfil the obligations of a person referred to in (a) and (b) towards the learner’s education at school.

SIGNATURE OF PARENT/GUARDIAN / LEGAL CUSTODIAN

IMPORTANT

1.  This agreement is not a pre-condition for admission of a learner.
2.  The information is necessary to facilitate our administration process.

Legislative Framework

Please note that admissions to public ordinary schools is framed by the following legislation:

- Promotion of Administrative Justice Act (PAJA) (Act No. 3 of 2000).
- Admission of Learners to Public Schools (General Notice 4138 of 2001).
- Education White Paper 5 as promulgated in 2004.
- Provincial Gazette Extraordinary No. 187 Transforming ECD in Gauteng.
- Provincial Gazette Extraordinary No. 127 dated 9/5/12.

DEBIT ORDER FOR SCHOOL FEES

The Principal
Halfway House Primary
P O Box 224
HALFWAY HOUSE
Dear Sir

PAYMENT OF SCHOOL ACCOUNT BY DEBIT ORDER:

A. PARTICULARS OF PARENT / LEARNER:

Surname and Initials: ______________________________________________________
Child's / Children's name(s): _____________________________________________
Existing learner (s): _____________________________________________________

B. PARTICULARS OF BANK ACCOUNT:

Name of Account Holder: __________________________________________________
Type of Account (mark appropriate block with an X)

CHEQUE ☐ SAVINGS ☐ TRANSMISSION ☐

Name of bank___________________________________________________________
Branch Name: __________________________________________________________
Branch Code: __________________________________________________________
Account Number: ________________________________________________________

I, the undersigned, authorise Halfway House Primary (hereinafter referred to as the "School") to debit my account as specified above on the following dates being my child’s / ren’s prescribed school: (please choose your option by completing only one of the three options).

R ______________________ on the first (1st) business day of every month.
R ______________________ on the fifteenth (15th) business day of every month.  Commencing . . . . . .
R ______________________ on the twenty fifth (25th) business day of every month.

Furthermore, I understand and accept the following conditions of this authorization:

1. All withdrawals hereby authorised will be processed by computer through a system known as ACB Magnetic Tape Service (Bureaufocus) and credited to the School’s cheque account no. 010-1788-3719 with ABSA, Midrand-branch. It will be printed on my bank statement as “Halfway PS school fees”.
2. The charge, if any, levied by my bank for debit order transactions will be for my account.
3. I authorise the School to adjust the above amount automatically in the event of:
   3.1 Non-payment for whatever reason of the debit order for a particular month.
   3.2 New enrolment of an additional child.
   3.3 My child leaving the school.
   3.4 Increase of school fees as determined by the Governing Body with prior notice by order of a notice in a newsletter of the School.
   3.5 Possible arrear amount on my school account.
4. The School may cancel the debit order should my Bank disallow a debit against my account on three consecutive occasions because of insufficient funds or for any other reason.
5. If, by the end of the period, my account has been paid in full for the particular year, this debit order will be cancelled automatically unless the School is instructed to the contrary. It will come into force once again the following year if my child/children still attend(s) the school.
6. This authorization will be in force as long as my child/children attend(s) the school or until cancelled by myself either in writing or by verbal agreement.

Yours faithfully

SIGNATURE OF ACCOUNT HOLDER: __________________________________ DATE: ____________________